横須賀基地空席広報		広報番号: Announcement No.	FLCY-25-16	
		募集締切日: Closing Date	14 Mar 16	
VACANCY ANNOUNCEMENT		発行日: Date of Issue	23 Feb 16	
…職種名 Job title (等級 Grade 6 / 語学等級 LD 2 ) 募集人数 No. of Recruitment  Hazardous Waste Handler, #2463 (危険廃棄物取り扱い職) Acceptable trainee level (採用可能見習い等級): N/A  事務系 □ 保安系 □ 医療系 Administrative Blue Collar Trade Security Medical		4.募集範囲 Area of Consideration I. ② 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. ② 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. □ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. ☑ 外部 Off Base Applicant		
2.部隊 Activity NAVSUP Fleet Logistics Center Yokosuka Regional Services Department, Material Services Division NAVFAC Material Support Branch Operations Section/Warehouse Sub Section (C45221)  勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka-shi  3.勤務時間 Work Schedule (週 40 時間制 hrww)  勤務日 Work Days: Mon thru Fri 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245  「夜勤 Night Shift		5.雇用の種類 Type of Employment  MLC IHA		
6.職務内容 Duties				
See attached task list.				
7.資格要件 / 身体条件 Qualification/Physical Requirements a. One year of specialized experience in the related work at 2-5 level. b. Must have GOJ ordinary vehicle driver's license (A/T limited is NOT acceptable), GOJ large-sized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operator. c. Knowledge of rules, regulations, Government Database Systems (GDSs) and procedures regarding HAZMAT. d. Knowledge of HAZMAT policy and instructions for operational requirements. e. Skills in operating personal computer applications such as Microsoft Word, Excel, and Access. f. Ability to speak, read and write Japanese at native language level. g. Ability to speak, read and write English at average proficiency level. (LD-2)  * Handicapped applicants may be accepted, depending on the degree and kind of disability.  英語力 English Language Proficiency: □必要なし None □初級 Basic ☑中級 Intermediate □上級 Advanced □特段の能力 Exceptional				
学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8				

	職務状況
8.提出するもの Application and Associated Documents	
	Condition
*☑ 空席応募用紙 Application for Vacancy Announcement	
*☑ <b>専門職務経歴書</b> Resume of Specialized Work Experience	
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either	
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』	
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"	
☑ 日本政府発行の普通自動車運転免許証(A/T 限定不可)及び大型特殊運転免許証の写し Copy of GOJ	
ordinary vehicle driver's license (AT limited is NOT acceptable) and GOJ large-sized special purpose driver's	
license.	
□ フォークリフト運転技能講習修了証の写し Copy of GOJ certificate of completion of training for	
forklift operator.	
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)	
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)	
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)	
☑ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,	
copy of Residence Card and Passport/Visa Copy	

## 9. 応募書類提出先 Office to Submit

内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物を お間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は 無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)):

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001 〒238-0001

神奈川県横須賀市泊町1番地 PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置 してあります。毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the

left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者(非従業員)提出先:

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル4階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

受付時間:月曜―金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: FLCY C323 軍電 (DSN) 243-6489/8024 HRO: (rcvd: 2/17) is PD No.: FLCY-45221-002 PD is accurate and current. Certified by Activity: ha 2/19 ms 2/19

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397: 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

## Task list

- 1. Receives hazardous materials deliveries from the HAZMINCTR and ensures the proper receipt procedures are followed. This involves sorting the material into flammable or non-flammable rooms and ensuring the receipt paperwork is correct. Creates a Purchase Order in Single Platform Maximo for the materials. Ensures material has the correct Material Safety Data Sheet and is locally approved by NAVFACFE Safety. If either requirement is not met, works with HAZMINCTR and NAVFACFE Safety to get the proper authorization for the material. Coordinates the pick-up of used HAZMAT containers with the HAZAMINCTR.
- 2. Works in receiving general materials from DDYJ, FLCY and vendors. Sorts received materials into the proper areas, and makes sure receipt paperwork is correct.
- 3. Assists other personnel in general warehouse functions when needed, such as staging materials, dealing with HAZMAT, and working with local databases.
- 4. Performs other related and incidental duties as assigned.